*Curriculum Vitae of*

**MITCHELLE**

*Mitchelle.264620@2freemail.com*

**Objective:**

 To be associated with a company that will recognize my skills and abilities to work through continuous training and contribute for the attainment of the company’s goal.

**Working Experience:**

***Amdatex Las Pinas Services Inc.***

Las Pinas City

 *Business Process Associate*

November 21, 2010 – January 15, 2016

* Secured handling of data and getting accurate and complete data input for running assigned process as trained.
* Keying accurate pertinent information of an order in the client-supplied application in accordance with the given project specifications.
* Following training manuals/client's desktop procedure strictly and performing transactions as instructed by the immediate supervisor.
* Accurate & speedy processing of transactions as per defined business rules and reporting progress on tasks assigned by the immediate supervisor.
* Ensuring that issues faced during process execution are escalated effectively to the immediate supervisor.
* Enter various business transactions and other information into databases.
* Periodically performs quality checks to ensure that the integrity of the data is maintained and that everything has been captured in accordance with company best practices and legal regulations.

***Taiphil Packaging Company Inc. (Asianworks Inc.)***

San Pedro, Laguna

 *Quality Control Final Inspector (QC Head)*

 February 20, 2008 – December 31, 2009

* Perform over-all Quality Control inspection on all finished goods prior delivery using AQL sampling plan and based on customer’s specification.
* Coordinates, forwards and verifies all rework items to the concerned line leader.
* Prepares and issues Corrective and Preventive Action Report (CPAR) for defective goods inspected and detected during final inspection.
* Prepares monthly reports on issued CPAR’s and Customer Complaints and directly coordinates to the Sales & Operations Manager.
* Supervises all quality inspection being performed by QC inspection staff.

*Quality Control Inspector*

 September 20, 2007 – February 19, 2008

* Primary responsibility covers the final inspection of finished products before shipment
* Reports to the Quality Control Line leader all non-conformities.
* See to it that all items are orderly and properly handle with utmost care.
* Ensures all in and out of the products are properly recorded.
* Fills up final inspection report form and stamps QC passed on all goods which had passed final inspection procedures and quality standards.

***Our Lady of the Most Holy Rosary Parish***

Rosario Complex, San Pedro, Laguna

 *Parochial Secretary*

 May 2003 – February 2007

* Organize different Parish files and reports such as:
1. Incoming and Outgoing files
2. Daily and Monthly financial report
3. Maintain records of Baptisms, Weddings, Funerals and Confirmation.
* Serves as clerk and receptionist for the inquiring parishioners.
* Provides assistance and support for the Parish activities as well as Diocesan activities.
* Prepares schedule and appointment of the Parish Priest.
* Screening and returning calls.
* Additional responsibilities and duties as directed.

***Rosario Complex Homeowners Association Inc.***

San Pedro, Laguna

 *Secretary/Clerk*

 July 1999 – December 2000

* Organize the files which include:
1. Incoming and outgoing files
2. Daily and Monthly financial report
* Receive payment from homeowners’ monthly dues.
* Prepares reports on updates and submit it to the president.
* Prepares documents necessary for the implementation of such activities.
* Prepares schedule of appointment and meetings of the Association Officers.

**Awards & Recognitions:**

5 years Service Awardee at Amdatex Las Pinas Services Inc.

Monthly Feather Awardee (for Quality & Productivity)

**Educational Attainment:**

*College* **Far Eastern University**

 Manila

 Bachelor of Science in Biology (4th year undergraduate)

 1995 – 1999

*Secondary* **Laguna Northwestern College**

 San Pedro, Laguna

 1991 – 1995

*Primary*  **Sampaguita Village Elementary School**

 San Pedro, Laguna

 1985 – 1991

**Seminars/Trainings Attended:**

* Personal Effectiveness Program (Module 1 – Insights)

January 12-13, 2015 – Amdatex Las Pinas Services Inc. Las Pinas City, Philippines.

* ISO 9001:2000 and ISO 14001:2004 EMS/QMS Seminar

October 7, 2009 – San Pedro, Laguna, Philippines

* Leadership Workshop Seminar

August 19, 2009 – San Pedro, Laguna, Philippines

* The Quality Control & Corrective/Preventive Action Seminar

March 21, 2009 - San Pedro, Laguna, Philippines

* Internal Auditors Enhancement Seminar

August 25, 2008 – San Pedro, Laguna, Philippines

* QC Inspection Seminar

August 18, 2008 – San Pedro, Laguna, Philippines

* Basic Fire Fighting Drill

March 19, 2008 – San Pedro, Laguna, Philippines

* Statistical Process Control Seminar

February 2, 2008 – San Pedro, Laguna, Philippines

* Internal Quality Audit Course

November 26, 2007 – San Pedro, Laguna, Philippines

* 5’S Seminar

September 22, 2007 – San Pedro, Laguna, Philippines

**Key Skills:**

\* Administration (General Office Procedure)

\* Secretarial

\* Computer literacy; Windows

\* Project management

\* Strong leadership qualities

\* Customer Service

**Personal Information:**

Age: 37

Birthday: April 23, 1978

Birth Place: Manila, Philippines

Nationality: Filipino

Language: English, Filipino (fluent)